AMIR SOHAIL

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where I can encourage and permitted to be an active participant as well vital contribute on development of the company.

Teller/Computer Operator

EXPERIENCE

Teller

Allied Bank Limited (ABL)
Duration: 2 Years

Duties and Responsibilities

- ❖ Perform cash transactions (deposits, withdrawals, transfers) for customers accurately and efficiently.
- ❖ Handle customer inquiries and resolve issues promptly, ensuring high levels of customer satisfaction.
- ❖ Process various types of payments (loan payments, utility bills, etc.) and issue receipts.
- ❖ Verify and balance cash drawers at the beginning and end of each shift.
- ❖ Adhere to all banking regulations and security measures to protect the bank's assets.
- ❖ Promote bank products and services to customers based on their financial needs.
- ❖ Maintain a neat and organized workstation, ensuring it complies with banking standards.
- ❖ Collaborate with colleagues to achieve branch goals and targets.
- ❖ Stay updated on bank policies, procedures, and products through ongoing training.
- ❖ Uphold professionalism and integrity in all interactions with customers and coworkers

Computer Operator

Islamia Model High School & College
Duration: 2.5 Years

Duties and Responsibilities

- ❖ Operate and monitor computer systems, hardware, software, and peripherals.
- ❖ Manage network operations and troubleshoot connectivity issues.
- ❖ Provide technical support for students, teachers, and staff.
- ❖ Maintain data security through backups and virus protection.
- ❖ Install and update software across school or college devices.
- ❖ Manage user accounts and permissions.
- ❖ Support IT projects such as system upgrades and new technology integration.
- ❖ Troubleshoot and resolve hardware and software issues promptly.
- ❖ Maintain IT inventory and ensure availability of equipment and supplies.
- ❖ Conduct training sessions on basic computer skills and new software applications.

EDUCATION

Degree/Certificate	University	Year	Grade
Master in Computer Science	University of Peshawar	2022	A
Bachelor in Computer Science	University of Swat	2019	A
Diploma Information Technology	BTE Peshawar	2023	A

DECLARATION

I hereby declare that all the above-mentioned details are true and correct to the best of my knowledge and belief.

Amir Sohail

CONTACT

☎: +97152 6121337, 055 3591194

✉: **amirsohailkhan60@gmail.com**

🏠: Dubai, UAE

PERSONAL DETAILS

Date of Birth	: 19-04-1997
Nationality	: Pakistan
Gender	: Male
Marital Status	: Married
Visa Status	: Own Visa
Passport No	: MX5193691
Date of issue	: 27-06-2022
Date of Expire	: 26-06-2027

SKILLS

- Good Communication
- Time Management
- Problem Solving
- Customer Relationship
- Speed & Accuracy
- Sales Technique
- Team Player
- MS Office
- Technical Proficiency
- Oracle/SQL
- Good Interpersonal

LANGUAGE

English (Fluent)

Hindi   (Fluent)

Urdu   (Native)